

**TOWN OF SUTTON  
P.O BOX 487  
NORTH SUTTON, NH 03260**



**Site Plan Review Application Instructions**

This completed application must be submitted to the Land Use Coordinator by the 15<sup>th</sup> of the month.

If the application is deemed to be complete, your hearing will be held the following month. The Planning Board meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m. at the Town of Sutton's Town Hall.



A completed application will consist of the following:

1. One (1) original signed application.
2. Eleven (11) photo copies of your application.
3. Three (3) full size maps.
4. Nine (9) 11x17 size maps.
5. Complete and accurate abutters list from Town records no more than 5 days prior to filing.
6. A check made out to the Town of Sutton for appropriate fees.
7. All documentation included in the Town of Sutton's Planning Board check list.

An application that is not complete may be rejected by the Planning Board members at the meeting at which the application is presented for acceptance.

SUTTON PLANNING BOARD  
APPLICATION  
FOR OFFICE USE ONLY

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Date Application Received: \_\_\_\_\_ Date Application Accepted by PB: \_\_\_\_\_  
Date(s) of Public Hearing: \_\_\_\_\_ Decision Date: \_\_\_\_\_

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1. Name of Project (if applicable): \_\_\_\_\_
2. Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_
3. Street Address: \_\_\_\_\_
4. Owner's Name and Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone # \_\_\_\_\_
5. Applicant's Name (if not owner) & Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone # \_\_\_\_\_
6. Engineer's Name & Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone # \_\_\_\_\_
7. Surveyor's Name & Address: \_\_\_\_\_  
\_\_\_\_\_ Telephone # \_\_\_\_\_

**ONLY A COMPLETED APPLICATION WILL BE PROCESSED BY THE PLANNING BOARD.  
PLEASE SEE THE CHECKLIST IN ARTICLE III OF THE SITE PLAN REVIEW REGULATIONS  
SECTION OF THE TOWN OF SUTTON'S SUBDIVISION AND SITE PLAN REVIEW REGULATIONS.**

We, the undersigned, hereby apply for approval of a site plan in accordance with the regulations of the Planning Board of the Town of Sutton. We are familiar with the applicable state and local regulations.

SIGNATURE of Owner \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Applicant \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Engineer \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE of Surveyor \_\_\_\_\_ Date \_\_\_\_\_

[illegible]

**TOWN OF SUTTON  
PLANNING BOARD**

**ABUTTER(s) list**

**Map/Lot #** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

**Map/Lot #** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

**Map/Lot #** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

**Map/Lot #** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Map/Lot #** \_\_\_\_\_ - \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**PLANNING BOARD  
FEE SCHEDULE**

Subdivision or Annexation:

**Minor subdivision or annexation**

(1, 2 or 3 lots/sites/units)

\$100.00 filing fee  
\$100.00 per lot/site/unit  
\$ 7.00 per Abutter  
\$ 2.50 per member (9) members  
\$ 3.50 for Fire/Highway/Police  
notification costs  
All consulting costs  
**\*recording fee – if approved**

**Major subdivision or annexation**

(4+ lots/sites/units)

\$200.00 filing fee  
\$200.00 per lot/site/unit  
All notification costs (See above)  
All consulting costs  
**\*recording fee – if approved**

Site Plan:

All site plans for commercial or  
Multi-unit residential development

\$200.00 filing fee  
\$100.00 for 1000 sq. feet of area of existing  
or proposed construction or portion  
thereof  
All notification costs (See above)  
All consulting costs

\*Recording Fees:

\$ 70.00 First Mylar Sheet  
\$ 40.00 Each Additional Mylar Sheet  
\$ 16.00 First Decision Page  
\$ 4.00 Each Additional Decision Page  
**\$ 25.00 LCHIP Separate and Payable to Merrimack County Registry of Deeds**

Scenic Road Work Approvals

\$100.00 filing fee plus reimbursement for publishing costs

Send applications to: Jennifer Swett, Land Use Coordinator, Sutton Planning Board, PO Box 487,  
North Sutton, NH 03260